



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Manager III

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** April 6, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Maria Martinez, (916) 327-9469

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

\* Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-560-4802-xxx  
Ref 0407.ADM4

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With general direction provided by the Chief, Division of Collections, SCO, plan and direct the activities of staff in the collection of revenues and administration of complex tax programs in the Bureau of Tax Administration, State Controller's Office. Duties include, but are not limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Direct, plan and control the workloads and staff associated with the administration of complex programs, Discharge of Accountability for all state agencies and programs offsetting debts owed state and local agencies against lottery winnings and/or income tax refunds;
- Represent the State Controller regarding tax issues on programs and hearings and/or negotiations for collections of large tax obligations for local or multi-state bankruptcy or inheritance cases;
- Develop and implement revenue goals and objectives for the bureau's statewide taxation and collection programs;
- Key advisor for establishing procedures for monitoring information security procedures for electronically captured data and hard copy tax fuels to assure compliance with state and federal confidentiality laws;
- Represent California's State Controller with executives and administrators at national and regional tax association conferences;
- Direct the development and implementation of the Bureau's staff development plans for managers, professional, technical, and clerical staff;
- Implement the State Controller's Office and the Division of Collections Equal Employment goals and objectives as well as direct staff responsible for developing upward mobility plans.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Maria Martinez

Reference Number 0407.ADM4, 051-560-4802-xxx (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).



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